

**Center for Hispanic Policy,
Research and Development**

Application Handbook & Funding Guidelines

Fiscal Year 2017



APPLICATION HANDBOOK & FUNDING GUIDELINES

CHPRD

The Center for Hispanic Policy, Research and Development (CHPRD) was established in 1975 to address the needs of the Hispanic community, recognizing that it was imperative to pay particular attention to this segment of the population, which may have been historically neglected. The Office was mandated to provide funding for Hispanic initiatives in the Garden State. The CHPRD has an executive director and an advisory committee, all appointed with Governor's approval.

The CHPRD administers an annual appropriation from the State of New Jersey. The CHPRD seeks to empower, provide financial support and technical assistance to primarily Hispanic community-based organizations throughout New Jersey and also ensures the executive and legislative branches are informed of legislative initiatives with potential impact on the Hispanic community. CHPRD seeks to aggressively promote a new model of community development that is focused on making **REAL** impacts in people's lives while helping community based organizations achieve greater self-sufficiency.

MISSION AND GOALS

The mission of the New Jersey Center for Hispanic Policy, Research and Development is to improve the quality of life and the empowerment of the state's Hispanic community using CHPRD's new model of community development. Its goals are:

- Increase public and private resources invested well in the growth, development and long-term stability of high quality HCBO's.
- Develop public/private partnerships that enrich and promote the Office's programs and initiatives in support of Hispanics across the State.
- Provide the necessary tools and assistance in creating training and employment opportunities for Hispanics.

Facilitate the professional and leadership development of Hispanics.

APPLICATION HANDBOOK & FUNDING GUIDELINES

Center for Hispanic Policy, Research and Development Advisory Committee:

Lydia J. Valencia
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Clarisa Gonzalez-Lenahan, MSW
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Eugenia E. Lawson
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Elis C. Sosa
Abraham Lopez, Executive Director

CHPRD FUNDING PHILOSOPHY

The Center for Hispanic Policy, Research and Development, with a mission of service to the entire state, with a mission of service to the entire state, views the recipients of the funds entrusted to it, as partners in the delivery of programs and services that create and sustain public value to people and communities in our great state.

It views the funding it provides as an investment in organizations and the people they serve. As a custodian of public funds, CHPRD insists on maintaining the highest standards of accountability both in its operations and in those of the organizations in which it invests.

It is equally committed to the principals of fairness, equal access and funding determinations based on merit. This is facilitated through the processes of independent review and outside influence; clearly focused on criteria of excellence and serving the needs of the state's Hispanic community.

Moreover, CHPRD strives to attain a mandate for leadership in the field by encouraging high standards, best practices, collaboration and leadership. This will be facilitated by providing assistance for growth and development, stimulating and celebrating the very greatest achievements possible and in creating avenues, incentives and support to Hispanic community based organizations (HCBOs).

APPLICATION HANDBOOK & FUNDING GUIDELINES

A Message from Lieutenant Governor Kim Guadagno



“As Lt. Governor and Secretary of State, I am proud to oversee the important work of the Center for Hispanic Policy, Research and Development. I am pleased to have the opportunity to work directly with the CHPRD staff and stakeholders throughout New Jersey as we continue to serve the Hispanic community statewide. I’m also pleased that we are able to ensure the Center’s unique prospective is part of the Department’s overall work, from economic development to our State’s faith based work to volunteerism.”

A Message from the Executive Director

As our state’s largest ethnic group, Hispanics are critically important to our continued success as a state. Throughout our history, every corner of our state and every sector of our economy has benefited from the culture, imagination and work ethic of Hispanic New Jerseyans who share a love for the place we call home. They are New Jersey’s educators, professionals, entrepreneurs, public servants and community leaders.

The Center for Hispanic Policy, Research and Development (CHPRD) provides a great forum in which to address the changing needs of an important segment of our population. The CHPRD prides itself for being a one stop shop for community empowerment. The CHPRD seeks to aggressively promote a new model of community development that is focused on making **REAL** impacts in peoples’ lives while helping Hispanic community-based-organizations (HCBO’s) achieve greater self-sufficiency.

Our main purpose is to provide the tools needed for success. CHPRD offers a crucial perspective on the issues and opportunities facing Hispanic New Jerseyans. Our responsive, data-driven recommendations are an invaluable asset for New Jersey policy makers.

We are completely dedicated to helping HCBO’s achieve their goals. Questions regarding the CHPRD may be answered by calling 609-943-4991.

Very Truly Yours,

Abraham Lopez,
Executive Director, CHPRD

APPLICATION HANDBOOK & FUNDING GUIDELINES

APPLICATION ASSISTANCE AVAILABLE

The following assistance is available to applicants:

- There will be three application workshops with ample time for Q & A. (To Be Announced)
- Questions may be submitted via email to chprd@sos.nj.gov.

APPLICATION DEADLINES

Deadline listed is for e-Filing via the System for Adminstrating Grants Electronically (SAGE).

- **May 26th, 2016 4:00 pm** is the application deadline for all categories.

Applicants who experience significant changes that will affect the RFP in staffing, programming, or finances after the application deadline should notify CHPRD in writing and discuss those changes with CHPRD staff.

CHPRD ELIGIBILITY CRITERIA

To be eligible to receive a grant under the CHPRD, an applicant must:

1. Have a clearly articulated Hispanic mission and focus for the organization and its program. Primary consideration for CHPRD funding will be provided to HCBO's who provide direct services and whose staff, board and clientele mirrors the community it will serve.
2. At the time of application, applicants must have been in existence and actively providing public programs or services for at least the past three years.
3. Be incorporated in the State of New Jersey as a non-profit corporation and hold a valid Certificate of Good Standing issued by the Department of State. Institutions of Higher Education, K-12 schools and school districts are not eligible, but may be a partner or collaborator on a project with an eligible applicant.
4. Must be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501 (c) 3 for at least three years prior to submission of application (except for those applying under the Innovative Initiatives Category).
5. Be registered with the NJ Charities Registration Bureau, a bureau within the New Jersey Department of Law and Public Safety.
6. Must have a valid Business Registration and Certificate of Incorporation.
7. Have a board of director empowered to formulate policies and be responsible for the governance and administration of the organization, its programs and finances.

APPLICATION HANDBOOK & FUNDING GUIDELINES

8. Comply with all pertinent state and federal regulations including, but not necessarily limited to fair labor standards (regarding the payment of fair wages and the maintenance of safe and sanitary working conditions), the civil rights act of 1964; section 504 of the rehabilitation act of 1973, as amended; title 9 of the education amendments 1972; the age discrimination act of 1975; the Americans with disabilities act of 1990 (all barring discrimination on, among other things, the basis of race, color, national origin, disability, age or sex); the drug free work place act of 1988 (guaranteeing the maintenance of same); and section 913 of 18 U.S.C. Section 319 of P.L. 101-121) barring lobbying when in the receipt of federal and state funds). Grantees are prohibited from hiring lobbying firms with state funded grants.

CHPRD INELIGIBLE USES OF CHPRD GRANT FUNDS

- Capital improvements and acquisitions
- Hospitality costs
- Foreign travel
- Deficits or replacement of funds normally budgeted for previously established programs, initiatives and or activities
- Fundraising events
- Student publications or scholarship funds

GRANTS PROCESS

Applicants are reviewed by an independent review panel, and are ratified by the CHPRD's Advisory Committee, a peer panel of Hispanic social service professional, healthcare executives, educators, businessmen and women, legal scholars and community advocates representing the state's diverse Hispanic community. Panels are configured to provide a variety of different viewpoints within the discipline and a broad Hispanic demographical representation. Panels use the evaluation criteria and the CHPRD's priorities identified in these guidelines in accessing applications. *Panels provide numerical ratings on applications and evaluative commentary that represent the group consensus (every member).

These ratings and only the consensus comments are forwarded to CHPRD's Executive Director for further individual review. CHPRD's Advisory Committee which also acts as CHPRD's Grants Committee carefully considers a wide variety of factors related to the criteria and areas of special interest in arriving at funding consensus. The Secretary of State is then notified of the committee's decision. Applicants are immediately notified of the CHPRD's decision and are provided the consensus comments. CHPRD maintains an appeals process based on an applicant's ability to demonstrate that the panel misunderstood or misinterpreted information contained in the application.

APPLICATIONS PROCESS

The first step in the application process is to thoroughly read the Guidelines and Application. All applicants are requested to attend one of the scheduled Grant Workshops to become better acquainted with the entire grants process. New applicants are urged to schedule a meeting to discuss their organization or project with CHPRD staff prior to submitting an application.

APPLICATION HANDBOOK & FUNDING GUIDELINES

CHPRD staff can offer general information and advice concerning the preparation of applications, but are not able to review and evaluate a draft application. Assistance to applicants with special needs is available upon request. In order to provide you the best service, we ask that appointments be requested for dates no later than two weeks prior to deadline.

APPLICATION HANDBOOK & FUNDING GUIDELINES



New Jersey Department of State Center for Hispanic Policy, Research and Development

CHPRD Grants: The CHPRD grants will provide funds to culturally competent community-based organizations that afford social and entrepreneurial services to low and moderate income New Jersey residents. The program is geared to build the capacity of New Jersey community-based organizations and enhance their ability to implement effective community programming. The CHPRD's grant program is competitive and grant awards are dependent upon available funding. To be eligible to receive a CHPRD grant, applicants must meet the program specific eligibility criteria as per the Grants Guidelines.

An organization may apply for a maximum of two (2) CHPRD grants, one of which may be for 1 Innovative Initiatives. New Applicants may only apply for one CHPRD grant. Agencies with operational budgets greater than \$100,000.00 may apply for General Operational Support, forfeiting the ability to apply for any other grant category.

Select a Maximum of Two Categories

General Operating Support

This category will help underwrite the expense of the agencies total operation, including the expense of developing, implementing, and supporting quality community based program.

Hispanic Entrepreneurship Category

Hispanic Entrepreneurship Assistance Program (HEAP) – is designed to develop and implement Hispanic Entrepreneurship Assistance Programs. Funded agencies will serve as community HEAP Centers, providing entrepreneur development services to Hispanic residents who have recently started a business and in depth assistance to those looking to create a new business.

Citizenship and Integration Category

Bridging the Gap – Citizenship and Integration Program – This program will be designed to a new social model of immigrant integration – one that promotes mutual benefits for immigrants and their receiving communities and that allows newcomers enhanced civic participation and improved economic mobility.

Workforce Development Category

Empowerment Centers for Workforce Development to Adults and Dislocated Workers Program – This program will create and develop a comprehensive workforce development system that will engage the entire Hispanic community towards increasing levels of self-sufficiency.

APPLICATION HANDBOOK & FUNDING GUIDELINES

Workforce Development Category

Workforce Investment In-School and Out-of-School Youth Program – This program is designed to provide workforce development program services to at-risk youth between the ages of fourteen (14) and twenty-one (21) years of age who meet economically disadvantaged eligibility requirements established by the Workforce Investment Act, Title I. Programs will address specific issues facing New Jersey's Hispanic youth. The work experience correlated to career goals must be present for each youth served.

Grantees under the Workforce Development Category must develop a strategic and mutually beneficial partnership with the local Workforce Investment Board (WIBs) in your respective County (for your region, for those applying for Empowerment Center funding). For your perusal, the following is a link to the seventeen WIB areas for New Jersey: <http://lwd.state.nj.us/labor/lpa/employ/oeswage/wib.html>

Innovative Initiatives Category

This category promotes and encourages innovative community service programs that are culturally competent, whose effective services address the following target areas (known as program sub-categories):

Program Sub-Categories

- **Children at Risk**
- **Prevent Health Risks and Disease**
- **Provide Senior Citizen Information and Referral Services**
- **Mental Health Service for Hispanics that is responsive to cultural needs**

The CHPRD will provide applicants with 1 year of support of startup monies for the innovative initiatives and services. Prior grantees under this program may seek funding for an additional two years of funding for a total of three years of support (grantees must reapply for funding each year).

Eligibility – Applicants can apply for a maximum of two (2) funding categories (one innovative initiative program). If an applicant submits more than two proposals, all proposals involved will be disqualified from review.

The Lead Agency must:

- Be a Hispanic community based non-profit and/or a culturally competent community based organization whose staff and board is reflective of the community it serves.
- Provide evidence that the program has been in existence for the past two consecutive years (innovative initiatives category applicants are exempt);
- Lead organizations approved for funding must submit a formal Memorandum of Understanding (MOU) with collaborative partners within 180 days of contract execution;
- Provide letters of support from all collaborating partners with the application. The letter must detail the collaborating organization's responsibilities with the lead organization. The letter must also indicate if the lead agency will be subcontracting with the collaborating organization;

APPLICATION HANDBOOK & FUNDING GUIDELINES

- The lead organization may not partner with its sister organization (for profit and non-profit organization);

Funding Provisions – *All Organizations receiving funds from the New Jersey Department of State Center for Hispanic Policy, Research and Development will be required to comply with all items listed below.*

- Nondiscrimination by Religious Organizations and Entities
All Organizations must agree they will not discriminate against any employee or applicant for services or participation in the proposed program on the basis of religion, race, gender, and/or physical disabilities.
- Recognition of Cultural Sensitivity
All Organizations must assure programs are linguistically appropriate and culturally relevant to groups within the community. Appropriate accommodations for services will be developed and maintained for those individuals who are deprived of reasonable access to those services due to language barriers or ethnic and cultural differences. All programs and services *must* be reflective of the demographic needs of the community, while providing all people the opportunity to experience any and all available services irrespective of their ethnic or cultural heritage.
- Reporting Requirements
All Organizations will be required to submit an interim and final programmatic and fiscal report at the conclusion of the grant. The due dates for reporting periods and program terms will be provided upon notification of preliminary approval of award and will be identified in the Grant Agreement, which also identifies specific actions for non-compliance with these requirements.
- Training
All Organizations are required to attend technical assistance and training sessions, which are scheduled throughout the year by the Center for Hispanic Policy, Research and Development.

Program Procedures: Applications are submitted to the CHPRD on the System for Administering Grants Electronically (SAGE) and reviewed by an outside independent panel. Final determinations will be made by the Director. Recommendation for funding is based on the merit of the application. If your agency has received a grant in the prior fiscal year, your performance will also be taken into consideration for funding. Applications that are rated 69 percent and under will not be recommended for funding. Award and denial letters are e-mailed to the appropriate organization via the SAGE system. CHPRD funding period is from July 1, 2016 to June 30, 2017. At the execution of the contracts grantees will receive 50 percent of the grant funds. The final payment will be released upon the timely submittal of grantees interim and final reports.

General Information: Applicants can only apply for a maximum of two funding categories. One of which can be from the programs listed under the Innovative Initiatives Categories. If an

APPLICATION HANDBOOK & FUNDING GUIDELINES

applicant submits more than two proposals, all proposals involved will be disqualified from review.

All awards are subject to the availability of funding.

APPLICATION REQUIREMENTS

The proposal is to be submitted via the Department of State – System for Filing Grants Electronically (SAGE) no later than **May 26, 2016, 4:00 pm**. **Applicants will be notified of the results by June 2016** (Date is subject to change). Please note any and all troubleshooting calls and/or emails must be made before 3:30 pm on the deadline date.

All applications must consist of and include the following items in order to be considered complete:

APPLICATION FORMAT & SCORING

SECTION 1 Executive Summary (Not to exceed 5000 characters)

- Provide an overall statement and summary of the proposal.

SECTION 2 Organizational Background (Not to exceed 5000 characters)

- Indicate a brief history and governing structure of the organization, target population(s), and services provided.

SECTION 3 Statement of Need (Not to exceed 5000 characters)

- Must indicate why this project is necessary. Utilize facts and statistics that best support the need for the project. Assure that the program addresses the need differently or better than other projects that preceded it.

SECTION 4 Project Description

A. PROJECT SUMMARY: (Not to exceed 5000 characters)

Summarize the elements of the proposal and provide the following:

- Title of the Project;
- Names of those that will be implementing the project;
- Qualifications of those involved in the implementation of the project;
- Project major goals and objectives;
- An explanation of how the project is organized;
- How the project will provide the identified service;
- Impact of the project. (i.e., How will the project promote teaching, training, learning or other opportunities, how will the community/society benefit from the project how will the project be promoted and results be shared with others?)

APPLICATION HANDBOOK & FUNDING GUIDELINES

B. PROJECT METHODOLOGY: (Not to exceed 5000 characters)

This section should focus on the process of project implementation and should be able to provide a literal visualization of the implementation of the project.

C. PROJECT GOALS (Not to exceed 2000 characters)

Indicate the project goals.

D. PROJECT OUTCOME OBJECTIVES (Measurables) (Not to exceed 2000 characters)

Each outcome objective should be measured, evaluated and indicate the major outcome(s) each client will achieve as per their participation in the project.

E. TARGET POPULATION AND PROJECTED NUMBER OF CLIENTS TO BE SERVED: (Not to exceed 650 characters)

Indicate the target population that will receive services and the projected number of unduplicated clients that will participate in the program.

F. EVALUATION: (Not to exceed 2000 characters)

Explain the strategies that will be used to evaluate the effectiveness of the project and its implementation. Address benchmarks that will be identified that would guide the project to be reviewed while it's being implemented for effectiveness.

G. SUSTAINABILITY: (Not to exceed 2000 characters)

Explain how the project will sustain itself with current and future funding. What plan will be implemented to assure continued implementation of the project?

H. PROJECT TIMETABLE & DAYS and HOURS OF OPERATION: (Not to exceed 650 characters)

- Indicate the project start and end date.
- Indicate days and hours of operation.
- Indicate if project occurs during summer months, non-summer months, or is project year-round.

SECTION 5 Budgets and Ineligible Costs

- Complete all budget forms on the SAGE system.
- Percentage CAPS - Only 15% of the grant's budget may be earmarked for Administrative expenses (i.e. Director's, Fiscal and or other administrative personnel's salary). The balance 85% must be earmarked for programmatic expenses (i.e. Program manager salary, program assistant salary, marketing, supplies, rental, and insurance). All amounts must be reasonable and will be subject to CHPRD's approval.

***General Operating Support Category is excluded from the percentage policy caps.**

- Ineligible costs are:

APPLICATION HANDBOOK & FUNDING GUIDELINES

Rehabbing of Facility, Purchasing land/Property, Insurance Premiums, Hospitality Costs, Foreign Travel, Deficits or replacement of funds normally budgeted for previously established programs, initiatives and or activities, fundraising events, student publications or scholarship funds, and grants writing consultants.

- Consider using program funds for the following:

Supplies, equipment, fair market rent, and resources necessary to implement projects and activities.

Technology (not to exceed \$2,000)

SECTION 6 Required Appendices

Please attach the following documents under the Required Appendices section in SAGE:

- Copy of Certificate of Incorporation
- Copy of IRS 501 (c) 3 Status Determination Letter
- Board Resolution
 - Job Description and Resumes of Key Personnel:
 - Executive Leadership Resumes
 - Fiscal Management
 - Program Staff

Please attach the following required appendices under the miscellaneous attachments section in SAGE:

- Supporting Documents (i.e., press clippings, event programs, brochures, flyers etc.)

Applications that are missing requested information will be disqualified from review.

Applications that are rated 69 percent and below will not be recommended for funding.

Applications Due Date: May 26, 2016, 4:00 pm

APPLICATION HANDBOOK & FUNDING GUIDELINES

DETAILED INFORMATION FOR EACH FUNDING CATEGORY

CHPRD is seeking to fund programs under the following categories:

- General Operating Support (GS)
- Hispanic Entrepreneurship (HE)
- Immigration Integration (II)
- Workforce Development (WD)
- Innovative Initiatives (II)

General Operating Support

This category will help underwrite the expense of the agencies total operation, including the expense of developing, implementing, and supporting quality community based program.

General operating support grants may be used to cover day-to-day programs or on-going expenses such as a percentage of administrative salaries, utilities, office supplies, technology maintenance, etc., as well as for project costs, capital, technology purchases, and professional development.

To be eligible to apply for a general operating support grant, an organization must:

- Meet all of the requirements of CHPRD grant funding established in the funding guidelines
- Have been a recipient of a CHPRD program grant within the past three years;
- Have an organizational budget of at least \$100,000
- Must forego funding in all of the other grant categories offered by the CHPRD. (In other words, agencies applying for general operating support may not apply for another grant category).

Total Award

This year's appropriation will allow for the potential award of up to \$20,000 per applicant with an option to be awarded an additional \$5,000 if the grantee agrees to mentor one (1) up and coming or struggling CHPRD partnering agency for a maximum award of up to \$25,000. Agencies interested in the additional \$5,000 should be sure to mention their desire to mentor another agency and provide a brief plan of action in their grant application.

Hispanic Entrepreneurship Category Program: Hispanic Entrepreneurship Assistance Program (HEAP)

Program Purpose and Guidelines

Through this RFP, funding will be made available to organizations to serve as community HEAP Centers, providing entrepreneur development services to Hispanic residents who have recently started a business and in depth assistance to those looking to create a new business. Such assistance is especially important in economically distressed areas where high levels of unemployment and declining infrastructure further limit the ability for these young businesses to develop. Effective programs are built on a working knowledge of the needs and resources of a community and its region.

APPLICATION HANDBOOK & FUNDING GUIDELINES

We are looking to fund regional HEAP Centers serving communities with high concentrations of Hispanics in North, Central and South Jersey counties. Though it is not expected for the organizations to have a physical presence in each county, funding priorities will be given to organizations that demonstrate the ability to serve constituents from within our established regions which will be divided as follows:

North Jersey: Serves clients residing in Bergen, Essex, and Hudson, Morris, Passaic, and counties.

Central Jersey: Serves clients residing in Mercer, Middlesex, Monmouth, Somerset and Union counties.

South Jersey: Serves clients residing in Atlantic, Burlington, Camden, Cumberland, Gloucester, and Ocean counties.

HEAP assists new and aspiring Hispanic entrepreneurships in developing basic business management skills, refining business concepts, devising early-stage marketing plans and preparation of action plans. In addition, the program actively assists HEAP client's efforts to obtain business financing.

Centers are encouraged to operate or form affiliations with a micro-loan fund. HEAP Centers should actively recruit minorities, women, dislocated workers, public assistance recipients, disabled persons and public housing residents. Services should be offered in English and or Spanish depending on the service area and client population.

A typical HEAP center provides the following in-depth services to owners and operators of start-up businesses:

1. Counseling on the feasibility of starting a business.
2. Assistance in refining a business concept and developing a business plan.
3. Education in established management principles and practices.
4. In-depth business counseling in product development and marketing.
5. Guidance in exporting, contract procurement and licensing.
6. One-on-One counseling in identifying and accessing capital and credit.
7. Access to business support networks.
8. Ongoing and continued technical assistance to program graduates including linkages to other small business services.

ELIGIBILITY

HEAP centers have the following effects on the community in which they are located:

- Increase in Hispanic business ownership;
- Hispanic-owned start-ups making the transition into small-growth companies;
- Increased access to financing by Hispanic owned firms;
- Significantly expanded sales among minority and women-owned firms; and
- Creation of private sector jobs.

APPLICATION HANDBOOK & FUNDING GUIDELINES

A HEAP center must provide the following program services:

Enterprise Formation Assistance: One 60-hour entrepreneurship course supplemented by a minimum of 15 hours of intensive technical assistance to help new entrepreneurs complete business plans and to help them develop a viable business. Technical assistance should encompass refinement of business concept, break-even analysis and financial management, and marketing plans and market development.

Enterprise Expansion Assistance: Centers shall maintain ongoing relationships with clients who have taken the entrepreneurship course in order to assist those new businesses to become small growth companies. Enterprise expansion technical assistance shall include the following:

- Working capital and cash flow management;
- General management skills new market development, hiring and managing employees;
- Managing growth;
- Accessing credit and capital;

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet CHPRD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to CHPRD Staff highlighting progress in meeting specific performance objectives regarding business creation and expansion, increased sales, job creation and business financing during the contract period.

In an effort to further the overall program goals of this RFP, grantees will be asked to participate in periodic meetings to share information on project activities and best practices. Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Client Eligibility

New Jersey State residents who are seeking to start a business or who have owned a business for five years or less.

Total Award

This year's appropriation will allow for the potential award of up to \$75,000.00 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

APPLICATION HANDBOOK & FUNDING GUIDELINES

CITIZENSHIP AND INTEGRATION DIRECT SERVICES (CIDS) CATEGORY

Program: Bridging the Gap-Citizenship and Integration Direct Services Grant Program (BGCIDS)

Program Purpose and Guidelines

The CHPRD is a catalyst and leader for innovative solutions to our community's most challenging problems. Two of these challenging problems – the successful integration of immigrants and the inability of receiving communities to understand and recognize immigrants as real and potential assets in the community rather than as liabilities – are addressed through our immigrant integration strategy.

The Citizenship and Integration Direct Services strategy has a three-pronged approach:

1. Strengthening the legal services infrastructure which seeks to address the need for affordable and reliable immigration legal services provided by nonprofit community organizations;
2. Adult English language acquisition which seeks to promote English instructions, coordination and best practices among community colleges, adult education schools, and community-based organizations; and
3. Bridging the cultural gap, which seeks to leverage, established two way educational programs that allow non-immigrant communities and immigrants and their receiving communities, to learn about the diverse immigrant populations throughout our state.

A key challenge to immigrant integration is the inability of the receiving communities to understand and recognize immigrants as real and potential assets in the community rather than as liabilities. Conversely, newcomers may have cultural misunderstandings and misperceptions about their receiving community which may create barriers to Integration and community building.

The CHPRD wishes to create a new social model of immigrant integration – one that promotes mutual benefits for immigrations and their receiving communities and that allows newcomers enhanced civic participation and improved economic mobility – is critical.

Program Goal

Access to affordable and reliable immigration legal services provided by nonprofit community organizations will enable large numbers of immigrations to obtain legal status that can lead to citizenship, better jobs, family unification, health care, increased educational opportunities for children and adults, and fuller participation in community life – the building blocks of strong communities and healthy societies.

To address these issues, funding will be provided for:

- Organizations that promote the rights and responsibilities of citizenship through citizenship education and naturalization preparation programs for both undocumented and legal permanent residents (LPRs).

APPLICATION HANDBOOK & FUNDING GUIDELINES

- Proposed activities must include a citizenship education component consisting of citizenship or civics-focused English as a Second Language (ESL) instruction and citizenship instruction (U.S. history and government) to prepare LPRs for the civics, English reading, writing, and speaking components of the naturalization test.
- Developing a legal service collaborative that formalizes information sharing, networking and legal relationships across the state.
- Developing and sustaining partnership efforts through training, technical assistance, case reviews, coordinated communication, screening, information and referrals and fund development activities.
- Maintaining culturally competent baseline immigration legal services in the most needed immigration communities.
- Prospective grantees must demonstrate a need for such services in their community.

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet the CHRPD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to CHRPD Staff.

In an effort to further the overall program goals of this RFP, grantees will be asked to participate in periodic meetings to share information on project activities and best practices.

Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award

This year's appropriation will allow for the potential award of up to \$45,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

Funding preference to agencies accredited by the Board of Immigration Appeals (BIA).

WORKFORCE DEVELOPMENT CATEGORY

Program: Empowerment Centers for Workforce Development Services to Adults and Dislocated Workers (EC)

Program Purpose and Guidelines

The CHRPD will create and develop a comprehensive workforce development system that will engage the entire community towards ever increasing levels of self-sufficiency.

Grantees under the Workforce Development Category must develop a strategic and mutually beneficial partnership with the local Workforce Investment Board (WIBs) in your respective County (for your region, for those applying for Empowerment Center funding). For your perusal, the following is a link to the seventeen WIB areas for New Jersey: <http://lwd.state.nj.us/labor/lpa/employ/oeswage/wib.html>

APPLICATION HANDBOOK & FUNDING GUIDELINES

Program Core Values:

- Long-Term economic growth in distressed neighborhoods;
- A premier workforce development system that will ensure the economic competitiveness of employers and workers;
- A customer driven system – two primary customers are the job seeker and business;
- Strong business leadership;
- Maximization of the employment potential of the individual;
- Promotion of worker self-sufficiency through reducing barriers to self-sufficiency and increasing workforce participation, retention, and advancement.
- Positive and measurable impact on the success of employers and workers in the entire community;

This Request of Proposal (RFP) solicits cost effective proposals for the purpose of:

1. Development and implantation of an Empowerment Center funded by this grant in partnership with other community partners serving employers and customers seeking jobs, career counseling, training, and advancement.
2. Providing more intensive workforce development services for eligible adults and dislocated workers.

We are looking to fund Empowerment Centers (ECs) serving communities with high concentrations of Hispanics in one of the North, Central, and South Jersey county regions. Though it is not expected for the organizations to have a physical presence in each county, funding priorities will be given to organizations that demonstrate the ability to serve constituents from within our established regions which will be divided as follows:

North Jersey: Serves clients residing in Bergen, Essex, and Hudson, Morris, Passaic, and counties.

Central Jersey: Serves clients residing in Mercer, Middlesex, Monmouth, Somerset and Union counties.

South Jersey: Serves clients residing in Atlantic, Burlington, Camden, Cumberland, Gloucester, and Ocean counties.

The CHPRD encourages innovative service delivery proposals that meet the purposes of this RFP, and are characterized by integration accountability, continuous improvement and results. Through these services, the CHPRD expects to achieve a measurable and positive impact on the success of employers and workers, and therefore the economic development and standard of distressed neighborhoods in our communities. The CHPRD also hopes and expects the Empowerment Centers will become the “first stop” for employers and job seekers in your region.

The Empowerment Center will:

1. Serve as a single point of entry for job seeking universal customers and management of customer flow through services tiers and among partner services.

APPLICATION HANDBOOK & FUNDING GUIDELINES

2. Provide centralized intake, orientation, and initial assessment for the public seeking employment assistance from all Empowerment Center partners, and a streamlined path from one partner to another using a common referral process.
3. Offers core services for the universal customer seeking employment or advancement: These are self-service activities and services with modest staff assistance.
4. Offers business services that provide a single point of contact for employers in search of qualified candidates, tailored services, and on-the-job training and customized training.

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet CHPRD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to CHPRD Staff.

Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award

This year's appropriation will allow for the potential award of up to \$80,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

WORKFORCE DEVELOPMENT CATEGORY

Program: Workforce Investment In-School and Out-of-School Youth Program (WI)

Program Purpose and Guidelines

The Request for Proposal (RFP) is issued to solicit innovative youth workforce development programs from Hispanic community-based organizations, faith based organizations, agency collaborative, etc., to provide workforce development program services to at-risk youth between the ages of fourteen (14) and twenty-one (21) years of age who meet economically disadvantaged eligibility requirements established by the Workforce Investment Act, Title I.

Providers are engaged to serve out-of-school and in-school youth. Emphasis will be placed on in-school youth at risk for dropping out. The CHPRD is interested in programs that attempt to address specific issues facing New Jersey's Hispanic youth. Work experience correlated to career goals must be present for each youth served. The work experience may be volunteer, subsidized or unsubsidized and must not be for more than 520 hours.

The CHPRD has expressed interest in seeing program proposals which deal with specific target groups including: pregnant and parenting teens, youth on probation and parole, youth in foster care or after care, drop outs or youth without any post-secondary education and those who are basic skills deficient.

APPLICATION HANDBOOK & FUNDING GUIDELINES

The overall goals of the program are:

For out-of-school youth to attain employment and training skills (occupational, work readiness and academic skills that lead to employment) and for in-school youth programs to help New Jersey's youth complete a high school diploma or equivalent GED and transition into skilled employment and/or postsecondary education for in-school youth programs.

The funding purpose for youth activities under this RFP are:

- To provide eligible youth seeking assistance in achieving academic and employment successes with effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- To ensure ongoing mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- To provide continued supportive services for eligible youth;
- To provide incentives for recognition and achievement to eligible youth; and
- To provide opportunities for eligible youth in activities related to leadership development, decision making, citizenship, and community service.

The CHPRD has six priorities that it is looking to fulfill in programs that it will fund. These priorities are:

1. **Meeting Needs:** Programs should meet the needs of at-risk youth populations and underserved communities while providing a broad range of services that meet the academic, employment, and youth development needs of young people. Programs should be aimed at ensuring that economically disadvantaged youth in school and out of school have the opportunities and support needed to become productive members of the workforce and achieve economic self-sufficiency.
2. **Youth Development:** Effective programs are built on a well-conceived and implemented approach to youth development. A commitment to youth development is exemplified by a conscious and professional reliance on youth development principles, including high expectations, caring relationships, holistic service strategies that build responsibility and identity, and a view towards youth as resources.
3. **Skill Development:** Effective programs clearly emphasize the development of skills, knowledge, and competencies that lead to jobs and careers. Programs should strongly link work and learning and academic and occupational learning.
4. **Key strategies the CHPRD is looking for in this area** are linkages to apprenticeships, community colleges and employers; transition services, and how participants will gain academic credit and skills credentials.
5. **Involvement of Employers and Links to Local Labor Markets:** Programs should have the strong involvement of local employers and should be linked to local labor market needs and growing economic sectors. Programs should provide effective connections to intermediaries with strong links to the job market and local and regional employers.
6. **Collaboration and Leveraging Partnerships:** Programs are sought that demonstrate how partnerships and the involvement of the community will be used to meet the program goals. Involving the local community means developing real partnerships among educational institutions, employers, community-based organizations, private sector

APPLICATION HANDBOOK & FUNDING GUIDELINES

employers, and/or other organizations and members of the community interested in youth. Respondents are encouraged to access resources from these partnerships and use them in the program to provide quality youth opportunities.

7. Producing Results: Programs should ensure that young people are gaining the skills to complete high school or its equivalent and transition to postsecondary education, advanced training or skilled employment. Programs should track these results and strive to continuously improve their programs and their outcomes for youth based on information and data.

APPLICATION HANDBOOK & FUNDING GUIDELINES

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet CHPRD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to the CHPRD Staff.

Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award

This year's appropriation will allow for the potential award of up to \$50,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

INNOVATIVE INITIATIVES CATEGORY

Program Purpose and Guidelines

This Request for Proposals (RFP) solicits applications for the CHPRD's Community Service Grants, a competitive grant process for nonprofit organizations with effective services to address specific target areas. The CHPRD requests proposals from nonprofit organizations for startup monies for innovative initiatives and services that contribute to one of the following target areas:

- Children at Risk
- Prevent health risks and diseases
- Senior Citizen Information and Referral Services
- Mental Health Support Services for Hispanics, responsive to cultural needs.

Funding will be awarded for one fiscal year, July 1, 2016 through June 30, 2017. The final funding amount is determined by the CHPRD grants review panel.

Evaluation, Monitoring and Grantee Learning Activities

Grantees will be expected to meet CHPRD's requirements for the submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to the CHPRD Staff.

In an effort to further the overall program goals of this RFP, grantees will be asked to participate in periodic meetings to share information on project activities and best practices. Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the center achieving quarterly and annual performance objectives, along with other contractual obligations.

Total Award

This year's appropriation will allow for the potential award of up to \$50,000 per applicant. This is not representative of future appropriations. However, positive outcomes may ensure overall program recognition.

APPLICATION HANDBOOK & FUNDING GUIDELINES

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